

# **MEETING OF THE PERMIT EFFICIENCY TASK FORCE**

**WEDNESDAY AUGUST 10 2005 7:00 P.M  
BELMONT CITY HALL, 3<sup>RD</sup> FLOOR CONFERENCE ROOM  
1 TWIN PINES LANE  
(FORMERLY, 1070 SIXTH AVENUE)**

## **MINUTES**

### **CALL TO ORDER**

The meeting was called to order by Task force Chair Bill Dickenson at 7:00 p.m.

### **1. ROLL CALL**

Bill Dickenson, Rick Frautschi, Phil Mathewson, Jerry Steinberg, Jacki Horton, and Dave Warden, Collete Sylver. Staff present: Director Craig Ewing, Principal Planner Carlos DeMelo, and Building Official Mark Nolfi. Absent: Will Markle, Steve Simpson, Dave Warden, and Ken Hall

### **2. AGENDA AMENDMENTS**

No amendments.

### **3. CONSENT CALENDER**

A. Approval of minutes

- Frautschi motion to approve the minutes/Mathewson 2<sup>nd</sup>
- Minutes approved unanimously

### **4. OTHER BUSINESS**

#### **a. – Other business**

Chairman Dickenson identified the hauling permit on 1116 Lassen and amount of staff time to resolve problem, and that it should have been sent to Planning Commission. As it turns out it will go to Planning Commission.

#### **b. – Review and edit recommendations**

Jacki Horton- The sub-committee reviewed draft language of recommendations- Do we use the term “customer” vs. “applicant”.

Mark Nolfi- We serve both.

Carlos DeMelo- We serve more than the official applicant-many are not applicants, but are customers.

The Task Force decided to use “applicant” after a 5 to 4 vote.

Jacki Horton discussed individual changes that were made to the first draft of the recommendations. Issues of particular note were raised for discussion. The recommendations were recategorized recommendations somewhat from spreadsheet. It

was decided to refer to the “task force” throughout the document. A brief introduction was added to provide the task force’s perspective.

Bob Ledoux- minor corrections to wording, punctuation

Q: Who will prepare handbooks- “staffs” consultant?

Carlos DeMelo- There is little staff time available.

Craig Ewing- Use a citizens committee?

Jacki Horton- Pick the best of guidelines established by other cities.

Bill Dickenson- We could recommend a small follow up group.

Jacki Horton- Require Arch/Eng. For \_\_\_\_\_%?

Craig Ewing- 30% in San Juan Hillside Plan

Some cities use 15%

Mark Nolfi- Our municipal code requires a maximum of 18% driveway, use 18%.

Jacki Horton- Fee Schedule- Amend Schedule to do what?

Colette Sylver- Include School Impact fees.

Bill Dickenson- Shoot over to Finance for review.

Jacki Horton- We need to develop FAQ’s

Carlos DeMelo- We have some templates

Bill Dickenson- Add section on Technology- accumulated “Knowledge Base” on web

Jacki Horton- Did Permit Tracking work through the City’s website?

Mark Nolfi- There were problems with the vendor, CRW, however- new server is to be installed when City Hall is finished, also an Interactive Voice Response system will be installed.

Rick Frautschi- Sewer connection is sometimes a surprise fee

Mark Nolfi- There are two sewer fees for the sewer district and for Belmont Public Works

Jerry Steinberg- There is a requirement to have the sewer line videotaped commercially.

Colette Sylver- We have had to snake a camera for a visual inspection

Rick Frautschi- It’s a surprise-and an added cost

Jacki Horton- Next section, Users Guide for Design Guidelines, refer to the last bullet on the guidelines

Carlos DeMelo- We should combine the last two bullets  
Task force agreed to that

Phil Mathewson- Bullet 4-How to measure height- are we using existing method?

Craig Ewing- Is the method for measurement unclear or inappropriate?

Jacki Horton- both

Rick Frautschi- focus on policy issues. See p. 7

Jacki Horton- User's Guide to Zoning

Bob Ledoux- How to measure from the front property line?

Carlos DeMelo- Getting a survey of the property is the only reliable way

Colette Sylver- Explain that walls, fences, curbs are not reliable

Bill Dickenson- We should put together a tri-fold (3-part) description of process, rules, and what constitutes good design.

Jacki Horton- Mountain Views layout was good and included pictures

Craig Ewing- Document serves the "non-verbal" Customer

Jerry Steinberg- Are surveys often required?

Carlos DeMelo- On all exterior additions (except 2<sup>nd</sup> story that were within the existing foot print of the building)

Jacki Horton- What kind of format at is possible and desired?

Jerry Steinberg- Tri-Fold?

Craig Ewing- loose leaf

Jacki Horton- Web Only

Jacki Horton- Recommended posting on the web and charging for O-T-C copies

Collete Sylver- Referred to bullet point 5, we don't want to mislead people- are cabanas and antennae accessory structures?

Craig Ewing-According to our definition, yes.

Jacki Horton- Next section--Customer Relations  
Customer vs. Applicant? Some mixing of terms.

Rick Frautschi- How to know, as an applicant, what might apply- in terms of options for customer relations

Jacki Horton- Always add disclaimer, what about the owner-builder seminars?

Mark Nolfi- 50% of questions at owner-builder seminar were planning related.

Jacki Horton- why include progress updates on applications at those seminars?

Mark Nolfi- People ask project-specific questions.

Bill Dickenson-How does the seminar work?

Mark Nolfi- Offer guidance without design assistance

Jacki Horton- Offer tips and guidance, such as pre application meetings. Require design professional? Does this force architect/engineer on all project?

Craig Ewing- Applicant can be own design professional. Appointments with staff other than planning, need to have all depts. involved. In development review process aware of city issues especially public works engineer.

Jerry Steinberg- why do hauling permits go to Council

Mark Nolfi- Summerfield created local problems and council directed that it review permits instead of building official.

Bill Dickenson- How do we connect Task Force with Public Works?

Jerry Steinberg- It's important, public works was crucial in getting application on track

Carlos DeMelo- We build ad hoc teams for big projects.

Bill Dickenson- Have Public works review and provide comment, Have them attend next meeting

Jerry Steinberg- Add Fire, Police, Parks?

Craig Ewing- Parks is not significantly involved in most development.

Bill Dickenson- Flex hours. Is this a recommendation we want. Is there staff available?

Mark Nolfi- We would get traffic for early hours

Carlos DeMelo- There are some who prefer late hours

Craig Ewing- Building Inspectors in early, planners stay late.

Jacki Horton- Suggest that hours be expanded without specific resources/hours/etc.

Jacki Horton- The next section is Fee Structure-

Bill Dickenson- Optional Expedite Fee focused on plan check for Building, not planning- It should be rephrased.

Brian Korn- Should we call it “expedite”

Jacki Horton- Next section is “Accurate Estimate of Fees”

Rick Frautschi- Add Sewer

Jerry Steinberg- Add School

Carlos DeMelo- Tree Removal

Collete Sylver- Add water, power, and gas

Jackie Horton- Surcharge for excessive resubmittals, every 4<sup>th</sup>, every submittal from 4<sup>th</sup> on?

Collete Sylver- Just for planning

Mark Nolfi- Include Building

Bill Dickenson- Main fee buys 3 submittals 4<sup>th</sup> and all subsequent submittals are “fee’d”

Bill Dickenson- Shall we review non-consensus items?

Craig Ewing- Its 9 pm hold them to next meeting

Bill Dickenson- Review if language OK

Brian Korn - lets hold?

Craig Ewing- Don’t ignore the prior vote on increasing the threshold for planning commission reviews

Jacki Horton What about the 3 remaining “recommendations”

Craig Ewing- Use them in the introduction

Bill Dickenson- Also include constraints on resources and technology

Phil Mathewson- At a recent League of California Cities meeting, Planning Commissioners, council members and staff supported, having geo-tech reports for Planning Commission items.

## **5. Next Meeting**

The task force agreed that its next meeting would be Wednesday, September 21 at 7 p.m. in the 3rd Floor Conference Room in City Hall.

**6. Adjournment**

9:10 p.m.